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Welcome

When will a routing take place in PD?

All new proposals created electronically in PD module must be routed electronically prior to submitting to the sponsor. If you are a PI or a department administrator working on a proposal submission, you should submit the routing from your Proposal Development record for each of the following requests:

- 1) Cost sharing request
- 2) IDC Waiver request (F&A Waiver)
- 3) Detailed budget review and Proposal Review and Approval (PRA)
- 4) Final Proposal Approval (when appc6502 012 72 reti(p)3(r)12(r)1265.g should)6(sIET1W*nBT/F1 11.02 reti(p)3(r)

Approval Process

Step 1: Click on the

Step 3:

You will be directly taken to the landing page of your Reviewer dashboard. Please read the Help text if you are approving a request for the first time. You may click on the "Route" tab in the side pane to see who has reviewed before you and who will be reviewing after your step.

Step 4:

Click on Review tab (Orange) in the side pane.

Then, click on the '

Step 6:

When you are back on the reviewer dashboard,

1. Add your comments in the text-box provided.
2. "Approve" button will be disabled when the Review Status shows "Un-Reviewed". Change the Review Status to 'Reviewed' from the drop-down. If multiple documents/forms are listed under Form/Document, please select an appropriate status for all the documents listed (Reviewed or Not applicable) to move to the next step.
3. Click on 'Approve' under 'Select a decision' and wait for the screen to refresh. The screen will automatically close once your approval has been processed.

